

Request for Offers (RFO) Addendum

RFO Number: RFO0056

Addendum Number: 01

Date of Addendum: May 11, 2015

Original Due Date, Time: May 13, 2015; 4:00 PM

Revised Date, Time (if changing): NA

Title: MNsure IT Development Project – Business Analysts

SCOPE OF ADDENDUM

The following are changes to the RFO: Posting questions and answers:

Question1: In accordance with the State's information sharing policy, will DHS share the scoring results from their selection for the previous posting (RFO 0044)?

Answer 1If you make a data request it will be processed within a reasonable timeframe in accordance with the MN Government Data Practices Act and applicable policies.

Question 2: Was excessive cost one of the reasons MNLARS chose to not award a contract for the SCRUM Master in the original posting? If so, was it among the top three reasons for not awarding the proposed cost?

Answer 2: This RFO Is not related to MNLARS

Question 3: On average, what does MNLARS view as a fair and reasonable cost range for the SCRUM Master(s) position?

Answer 3: This RFO Is not related to MNLARS

Question 4: The question that I have, is not answered in the previously posted Q&A section. The reposting does not have any deadline for posting of Q&A, therefore this email to you with the question, once again. May we send the new resume submission to your email directly or it has to go thru the same submission process as earlier?

Answer 4: The reposting did give a deadline of May 6, 2015, noon for submitting questions and responses will be posted May 11, 2015.

See page 1 of the RFO for complete instructions:

- If you have previously submitted candidates for RFO0044 and they are still available, send an email to the contact person listed with a copy to the MNIT.SITE@state.mn.us inbox indicating the candidates name and proposed hourly rate. There is no need to resubmit the entire proposal.
- If you have previously submitted candidates for RFO0044 that are no longer available you are able to submit new candidates so long as your submission of candidates does not exceed 5 in total.

Question 5: There is an awful lot of information on the description and I was wondering what is the 4 most important experience you wish to see within the candidates background?

Answer 5: Please refer to the Required and Desired Skills as listed in the RFO.

Question 6: Will this person directly report to you.

Answer 6: No, this person will report to a BA supervisor, who reports to me.

Question 7: How big is your team that this person will be joining?

Answer 7: Team sizes vary. They range from 8-15.

Question 8: One of our candidate, whom we had submitted earlier is available. We have four more candidates that we can submit, who are local. As per the RFO0056 – we can send the email directly to you for those who were submitted earlier. Are we expected to send proposal for others who were not submitted earlier or we can send the resume directly to you ? Can we include the earlier submitted candidate in that proposal along with others or not?

Answer 8:

See page 1 of the RFO for complete instructions:

- If you have previously submitted candidates for RFO0044 and they are still available, send an email to the contact person listed with a copy to the MNIT.SITE@state.mn.us inbox indicating the candidates name and proposed hourly rate. There is no need to resubmit the entire proposal.
- If you have previously submitted candidates for RFO0044 that are no longer available you are able to submit new candidates so long as your submission of candidates does not exceed 5 in total.

Vendors may use one email to submit new proposals and also to indicate previously submitted proposals are still available.

Question 9: We got the new RFO0056 yesterday and would like to submit candidates but would appreciate feedback on the 2 candidates we submitted in early March? We need some sense of where candidates stand to better understand your needs.

Answer 9: Each candidate is evaluated according to the evaluation process stated within the RFO. First, the evaluation team confirms that the candidate meets the required skills – this is a pass/fail standard. Candidates meeting the required skills are then scored based on their strength in the desired skills (70% of the score). Finally, cost assessment is completed (30% of the score). We then use an interview process if necessary to select from the top candidates.

Question 10: I wanted to reach out and introduce myself and learn more about your role and the organization. Do you have 10 minutes to connect this afternoon or tomorrow?

Answer 10: See the RFO and Questions and Answer addendum for the State's eligibility and proposal instructions. As needed, the State will interview top candidates to make final selection decisions.

Question 11: Would you be open to setting up at time to chat in more detail about these opportunities? I would like to learn more about the type of candidates that you are looking for and would be a good addition to your team.

Answer 11: See the RFO and Questions and Answer addendum for the State's eligibility and proposal instructions. As needed, the State will interview top candidates to make final selection decisions.

Question 12: Before we go to all the work of submitting the people we still have available and re-submitting new candidates I am wondering if we can get any feedback. We did not hear back on any of the candidates we submitted not just for the BA position but PM, SA, QA or Notices (more than 22 people) so I am wondering if we did something wrong. Would we have been notified if for some reason ours got kicked out? I thought we were very careful to follow the guidelines but maybe we missed something. Any feedback would be greatly appreciated.

Answer 12: Each candidate is evaluated according to the evaluation process stated within the RFO. First, the evaluation team confirms that the candidate meets the required skills – this is a pass/fail standard. Candidates meeting the required skills are then scored based on their strength in the desired skills (70% of the score). Finally, cost assessment is completed (30% of the score). We then use an interview process if necessary to select from the top candidates.